



Information to Be Submitted for Approval to Provide the
State of Michigan
Curriculum for Mammography Instruction
for
Radiologic Technologists

Facilities, such as colleges, universities, and hospitals, seeking approval and recognition to offer the subject curriculum to ARRT-registered x-ray technologists need to provide the following information to the Radiation Safety Section of the Michigan Department of Community Health:

Facility Identifying Information:

Provide an introductory page or section titled *Facility Identifying Information* with the complete name and address of the teaching facility that is requesting approval to offer the *State of Michigan Curriculum for Mammography Instruction for Radiologic Technologists*. Include telephone and fax numbers. Also include the name, title, and telephone of a contact person who would be directly responsible for implementing the mammography curriculum.

Faculty Information:

Include a separate sheet or section titled *Faculty Information* to provide information describing the faculty whom the facility proposes to use in offering the MDCH-approved curriculum to ARRT-registered technologists. Include the names of teaching faculty and relevant areas of expertise.

Teaching Resources:

Include a separate sheet or section titled *Teaching Resources* to describe the resources that would be used. Include a description of the locations where teaching and training would be provided and equipment that would be available. Include the location of the mammography x-ray machine(s) and darkroom facilities that would be used.

Testing of Technologists, Pass Criteria, and Technologist Certification:

Include a separate sheet or section titled *Testing of Technologists, Pass Criteria, and Technologist Certification* to describe how the facility proposes to test, score, and certify technologists. Some requirements for testing are outlined in the approved curriculum. In addition, the teaching facility should describe the methods it intends to use, including mandatory attendance at course sessions, to determine whether a technologist has passed or

failed any segment of the curriculum and has performed well enough overall to receive a passing score for the entire formal course. The facility must provide a certificate documenting successful completion of the course only to those ARRT-registered technologists who satisfactorily complete the entire course and who receive a passing score for the course. Since the certificate can later be used by the technologist to demonstrate compliance with formal training requirements, the certificate must clearly indicate the name of the teaching facility, name of the technologist, ARRT registration number of the technologist, dates of training in the approved curriculum, and a clear statement that the technologist satisfactorily completed the training and received a passing score.

Attestation and Signatures:

Include a separate sheet or section titled *Attestation and Signatures* for the teaching facility administrator and the person directly responsible for implementing the mammography curriculum to each provide signed statements to attest that the teaching and training provided will meet all of the following:

- be provided by a qualified faculty whose members have been approved by the facility to present the applicable sessions of the approved curriculum and who, for each session, are the type of faculty specified in the curriculum as being appropriate for that session, e.g., physician, physicist, nurse, or technologist.
- cover in appropriate detail all of the topics required in the approved curriculum, and devote at least the minimum amount of productive instruction time for each session as the approved curriculum specifies.
- provide a reasonable method of testing and scoring technologists to determine if they have satisfactorily completed the course with a passing score.
- provide a certificate to each ARRT-registered technologist who satisfactorily completes the course and receives a passing score. Such certificate would provide clear indication of the technologist and training received, as noted in the above paragraph addressing technologist certification.

Return of Mammography Training Approval Information to the Radiation Safety Section:

The facility should mail the requested information to:

Michigan Department of Community Health
BHS, Radiation Safety Section
P.O. Box 30664
Lansing, Michigan 48909

Review and Approval by the Radiation Safety Section:

Upon receipt of the above requested information from a teaching facility, including the attestation and signatures, the Radiation Safety Section will review the submitted information for completeness. Once completeness has been determined, the Radiation Safety Section will provide copies of the submitted information to members of the Mammography Quality Assurance Committee (MQAC) for review and advice regarding approval and recognition of the training facility to provide the MDCH-approved curriculum to ARRT-registered technologists.

If a facility has any questions or additional comments, please contact Mr. James Camburn, Chief, Radiation Safety Section, either by writing to the above address, by telephone at 517-241-1989, or by fax at 517-241-1981.

